



State of Tennessee Department of Children's Services New/Revised Policies and Updates

TO: All Department of Children's Services Employees
FROM: Mary Hubbert, Policy Development Coordinator
Planning and Policy Development
DATE: July 31, 2008

Below is a listing of new/revised policies and policy related updates. As policies and procedures and/or forms and other documents are revised, please ensure they are reviewed with applicable COA documentation to ensure accuracy of information. Some policy numbers or titles may have changed depending on integration within other policies or deletion of policies. Applicable COA, ACA and other applicable standards will be listed in the "Standards" section of the policy indicating the policy has been revised to comply with Standards as applicable.

New and revised policies should also be reviewed as required by DCS Policy [1.3, Communication, Information Sharing and Work Site Meetings, Section C](#).

If there are questions or if other information is needed, please contact the Policy Development staff in the Policy, Planning and Performance Management Division.

Please note: Policies and forms are [linked](#) on this list as a courtesy for ease of access. If links do not work properly, please contact us and/or go to the policies or forms web pages to access documents.

***These policies have been revised to update into new document format; update employee titles (i.e., from "Assistant Commissioner" to Executive Director", etc. and other DCS titles as necessary); obtain the current commissioner's signature (i.e., we have several policies with former Commissioner's approval signatures, etc.); update applicable TCA Codes; DCS best practice, COA, ACA standards and forms, and add purpose statement.**

	Policy No.	Policy/Other Document	Policy Chapter	Effective/ Revision Date	***Forms Associated with Policies and Procedures
1.	21.13	DOE Special Education Placement	21	07/01/08	None
*Policy updated into new policy format as listed above. Supersedes 21.13, 0615/08. Policy corrected.					
2.	21.18	Notification to School Principals of Certain Delinquency Adjudications	21	07/01/08	CS-0703, Adjudication Notification to School Principals

*Major Policy Review: Policy revisions are substantial; (i.e., revisions are in multiple sections of the policy that may impact current practice or process)

**Minor Policy Review: Policy revisions are minor; (i.e., revisions consist of minor editing or "word-smithing" and does not impact current practice or process).

***If forms are copied and stocked for use, always check the "Forms" Webpage for the most current version and discard all previous versions. DCS forms may not be altered without prior approval.

	Policy No.	Policy/Other Document	Policy Chapter	Effective/ Revision Date	***Forms Associated with Policies and Procedures
Summary of Policy revisions for 21.18: Supersedes 21.18, 10/01/07: Policy and form CS-0703 revised to include “rape of a child”; “aggravated rape of a child” back in Section A of policy and form due to the decision by the Legislature to re-instate “rape of a child”; “aggravated rape of a child” back in the State Law. Major policy review required.					
3.	31.6	Regional Closed Case File Disposition	31	07/01/08	GS-0989, Department of General Services Certificate of Destruction
Summary of Policy revisions for 31.6: Supersedes 03/01/08; Section A revised to update records disposition authority for disposal of DCS Home County child case files; Section D revised to delete references to “burning” and “acid bath” disposal methods. The approved method for paper records is by “ <u>shredding</u> ” only. Minor policy review required.					

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